

THE NAVAJO NATION  
Department of Personnel Management  
**JOB VACANCY ANNOUNCEMENT**

Requisition No: DOE7936756  
POSITION NO: 945266  
CLASS CODE: 3640

Date Posted: 07/02/12  
Closing Date: 07/16/12

POSITION TITLE HEAD START TEACHER \*

DEPARTMENT NAME: Navajo Head Start - Crownpoint Agency

DEPARTMENT NO: 793 WORKSITE LOCATION: To'hajiilee

WORKS DAYS/HOURS: POSITION TYPE: GRADE: V61A

Days: Mon-Fri

Permanent: ☒

SALARY:

Hours: 8am-5pm

Temporary: ☐

Duration: 9 Months

\$ \_\_\_\_\_ Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40

\$ 14.83 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Supervises daily activity of Head Start center to ensure compliance w/applicable laws, rules, regulations, policies & procedures; maintains a classroom environment conducive to age appropriate learning; make home visits to community to explain program purpose and recruit children; maintains accurate inventory of classroom equipment/supplies; works w/parents to identify strength and needs of children; maintains up-to-date records concerning growth, health, behavior & developmental progress of each child and implements plans accordingly; coordinates program plans with head start staff and parents; initiates parent involvement by planning field trip activities; and recruiting volunteers; conduct staff meetings; gives assistance and guidance to staff; monitors food service operation; conduct parent/teacher conferences; evaluates performance and feedback to employees; coordinates w/various programs based on the needs of children; prepare monthly and other required reports; attends various meetings; and performs other duties as assigned or required.

**QUALIFICATION REQUIREMENTS:**

**Education, Training, and Experience:**

1. An Associates degree in Early Childhood Education; or
2. an Associates degree in a related field and coursework equivalent to a major relating to Early Childhood Education; and
2. one (1) year of experience teaching preschool-age children.

**(TO RECEIVE FULL CREDIT FOR EDUCATION AND EXPERIENCE, APPLICANT MUST SUBMIT COPIES OF COLLEGE TRANSCRIPTS, DEGREE, DIPLOMAS, CERTIFICATES, CDL LICENSE, ETC.)**

**Special Knowledge, Skills and Abilities:**

Knowledge of federal, state, and Navajo Nation rules, regulations, policies and procedures related to preschool instruction and Head Start Program. Knowledge of early childhood teaching methods and practices, maintain a safe educational environment, food preparation and nutrition, operation of transportation vehicles, health screening methods, and practices. Skill in planning and providing educational activities to children ages 3 to 5 years, working with parents, grandparents and volunteers in providing and meeting children's needs. Skill in overseeing, monitoring, and directing staff in providing services to children.

**License/Certification Requirements:**

**Must pass a criminal background check, fingerprinting and employee assessment prior to employment;** and must possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, a First Aide Certificate, Cardiopulmonary Resuscitation (CPR) Certificate, Food Handler's Permit, and a Navajo Nation Vehicle Operator's Permit. Some positions may require a commercial driver's license.

**UNION POSITION \***

**VETERAN'S PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**